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OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



DARLENE GREEN
Comptroller

Internal Audit Section

Carnahan Courthouse Building
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St. Louis, Missouri 63101
(314) 622-4723
Fax: (314) 613-3004

August 10, 2004

Mr. Edward T. Jones, Executive Director
Saint Louis Agency on Training & Employment (SLATE)
1017 Olive Street, 1st Floor
St. Louis, Missouri 63101

RE: Payroll Distribution of the Saint Louis Agency on Training & Employment
Pay Period Ending June 18, 2004 (Project#2004-67)

Dear Mr. Jones:

The Internal Audit Section of the Comptroller's Office has conducted a payroll distribution observation of the *Saint Louis Agency on Training & Employment (#121)* for the pay period ending June 18, 2004. During this payroll distribution, we noted the following observation:

Opportunity to Ensure Attendance Sheets are properly reviewed and approved.

The Saint Louis Agency on Training & Employment maintains Attendance Sheets which are completed and initialed by each employee. The Attendance Sheet requires the supervisor's signature and date to certify management's review for accuracy and approval of employees' hours recorded.

During our payroll distribution we reviewed all thirty (30) of SLATE employee's attendance sheets to ensure completeness of payroll documentation. We noted that one (1) of the thirty (30) Attendance Sheets did not contain the correct vacation or sick leave hours.

Attendance Sheets are the official records of total hours that employees worked and as such should be accurately completed and consistently reviewed and approved by management.

Failure to ensure the accuracy or completeness of official employee work hours through review and approval of attendance documents by management could put the City at risk of litigation in the event of disputes by employees. Employees may also be paid for hours not worked.

Recommendation

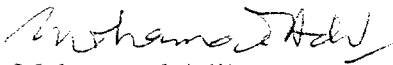
We recommend that the management of *Saint Louis Agency on Training & Employment* establish procedures to review and approve the Attendance Sheet for accuracy and completeness.

Management provided written responses to us on July 28, 2004, which have been attached to this letter (see attached).

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised, and has been conducted in accordance with the International Standards for the Professional Practice of Internal Auditing.

If you have any questions, please contact me at (314) 613-7410.

Respectfully,



Mohammad Adil, CPA
Internal Audit Supervisor

cc: Honorable Darlene Green, Comptroller
Kathryn Lawson, Payroll Manager, Comptroller's Office
Rita Kirkland, Director of Operations, Mayor's Office
Marie Jeffries, Executive Assistant, Budget Division

Attachment



Francis G. Slay,
Mayor

**St. Louis Agency
on Training and
Employment
(SLATE)
Career Center**

Workforce Investment
Board

**Career Center
Partners**

American Indian
Council

Child Support
Enforcement

St. Louis Agency on
Training and
Employment
(SLATE)

Division of
Workforce
Development

St. Louis
Community College

St. Louis Public
Schools

Vocational
Rehabilitation

Job Corps

DOLIR - Division of
Employment
Security



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July 28, 2004

Mr. Keenan T. McKinney, CIA
Internal Audit Section
Comptroller's Office
City Hall
Room 311
St. Louis, Missouri 63103

**Re: Payroll Distribution of the St. Louis Agency on Training and Employment –
Pay Period Ending June 18, 2004**

Dear Mr. McKinney,

In response to your draft letter regarding the above, we agree with your finding and recommendation. I met with management staff earlier this week to review your finding. We have now taken steps to ensure the correct vacation and leave are in fact noted on the attendance sheets.

Please let me know if you have any questions.

Sincerely,

Tom Jones
Executive Director